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NHS Trust

**Ref: WF39**

## **Annual Leave and Bank Holiday Policy and Procedure (Medical Terms and Conditions)**

<b>Executive Sponsor &amp; Function:</b>	Executive Director of People & Organisation Development (OD)
<b>Document Author:</b>	Head of People & OD and Medical, People and OD Business Partner
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## **1. INTRODUCTION**

Annual leave is an important wellbeing entitlement, which is encouraged to be taken by all employees to assist them to achieve a healthy balance between their work and home life. The Trust recognises that the effective management of annual leave by individual employees and line managers is essential to the health, safety and well-being of our employees and the ability of the Trust to continue to deliver high quality services which meet the requirement of its service users.

There is a requirement to provide a statutory minimum amount of annual leave each year. However, National Health Service (NHS) employers want to reward and retain high quality, hard working staff and therefore, offer an enhanced annual leave entitlement. Whilst it is important to book annual leave at regular intervals for adequate rest breaks, it is also recognised that annual leave requests may be declined due to operational requirements. In these cases, managers will be mindful of providing as much notice as possible and will seek to be as flexible as possible with the employee.

## **2. AIMS AND OBJECTIVES**

The aim of this document is to provide guidance on how to manage annual leave and bank holiday entitlements, including when transferring or leaving the organisation, and the provisions relating to the carrying over of annual leave due to absence from work.

## **3. SCOPE**

This document provides a consistent, fair and equitable approach to the management of annual leave and bank holiday entitlements for all Medical Workforce employed within Velindre University NHS Trust.

It does not vary any contractual terms which apply but provides clarity and consistency in the way these terms are applied in Velindre University NHS Trust.

## **4. ROLES AND RESPONSIBILITIES**

### **4.1. Individual Employee Responsibilities**

Individual Employees are responsible for:

- Ensuring that their annual leave is planned and where possible taken at regular intervals throughout the leave year, subject to approval and the needs of the service.
- Ensuring that where staff work shifts, weekends and bank holidays, they request their annual leave (which includes their bank holiday entitlement) generally proportionate to these working arrangements. To minimise any disproportionate effect on any job planned activities, annual leave periods should reflect a proportion of Direct Clinical Care (DCC), Supporting Professional Activities (SPA) or other commitments as agreed between the employee and management.
- All leave must be requested via the appropriate Trust Leave System (i.e. Intrepid, Codi or ESR Systems) typically providing a minimum of 6 weeks' notice, prior to taking such approved leave. Subject however to suitable arrangements having been made, doctors may take up to two days of their annual leave without seeking formal permission provided that they give notification beforehand to the Medical Directorate Manager. It is possible for shorter notice periods for leave

- requests to be approved by Medical Directorate Manager, pending suitable alternative arrangements being made to cover service needs.
- Annual Leave Systems should be completed (and authorised by management) within 72 hours of the employee's return to work for short notice periods of leave.
  - Ensuring that the Bank Holiday process below is followed.
    - Bank Holidays are included in all employee's annual leave entitlement balances, therefore any bank holidays not worked (that falls on employees normal working day needs to be booked off as leave in the same way as annual leave.
    - Staff should, where possible, book these days in Annual leave systems as early as reasonably possible, but in any event no later than the actual bank holiday date(s).
    - If an employee as part of their normal working pattern, works, or as part of their shift pattern may be required to work on any part of a bank holiday, between the hours of midnight and 9 am on a statutory or public holiday, they are not required to book this day(s) off on annual leave systems. Where an employee is required to work or be on-call on a bank holiday they are entitled to take the equivalent of their bank holiday day off, at another time. By not booking their Bank Holiday entitlement off on annual leave system (Intrepid) in advance this ensures that the corresponding number of hours are available within the employee's annual leave allowance to be taken at another time.
    - It is an employee's responsibility to ensure Annual leave and Bank Holiday leave is being booked on annual leave systems and that they maintain accurate records and it is their managers responsibility to be accountable for ensuring this compliance. If an audit shows that records are repeatedly not up to date, both the employee and their line manager may be asked to explain the reason.

Please Note: *The Bank Holiday entitlement may vary each year depending on when Easter falls and therefore will be calculated accordingly.* 2 sets of Easter bank holiday dates may fall in the same annual leave year, resulting in one year having more bank holidays and the next one having fewer.

#### **4.2. Managers Responsibilities**

Managers are responsible for:

- Working with their employees to ensure that they appropriately manage their annual leave throughout the leave year and ensuring that they apportion their leave so they can have regular rest breaks across the year.
- Calculating the annual leave entitlement for those staff employed on part-time contracts; reaching a number of years' service during the annual leave year to increase entitlement; those who have requested to change their contracted sessions during the annual leave year. In these circumstances, the manager is responsible for recalculating and uploaded to annual leave system (Intrepid), checking the accuracy of the leave calculation.
- Checking that where a bank holiday(s) fall on an employee's normal working day and they are not required to work it, that the leave has been requested and approved. Should an employee not book a bank holiday(s), the manager will bring this matter to their attention immediately and request that they submit retrospective and if appropriate prospective bank holiday leave requests. Where

this becomes a regular pattern and a cause for concern, the manager should seek advice from the People and OD Department.

- Approving annual leave requests in a timely manner when an employee submits it through the annual leave system (Intrepid). Until leave is approved on the annual leave system (Intrepid) it will not be deducted from the employee's annual and bank holiday leave total, resulting in an inaccurate entitlement.
- Ensuring that employees take the minimum statutory leave per year, in accordance with the Working Time Regulations (advice on this can be sought from People and OD Department).
- Encouraging staff to use their full contractual entitlement to support and promote their health and wellbeing.
- Ensuring service delivery is maintained by arranging appropriate cover for staff on annual leave. This may mean that managers have to decline annual leave requests where it would have an extreme negative impact on the service, or not agreeing to colleagues in the same team, taking their leave at the same time.
- Ensuring that where staff work shifts, weekends and bank holidays, they request and take their annual leave (which includes their bank holiday entitlement) generally proportionate to these working arrangements.
- To minimise any disproportionate effect on any job planned activities, annual leave periods should reflect a proportion of DCC, SPA or other commitments as agreed between the employee and management. If this occurs, managers will speak to staff to discuss reasons and agree an outcome that takes account of business and personal needs.

## **5. BOOKING LEAVE AND COMPLIANCE**

### **5.1 Annual Leave Year**

The annual leave year for medical staff are set out in the respective Terms and Conditions of Service. If you have any queries, please consult People and OD Department. The annual leave year will run from the employee's anniversary of the date of appointment.

### **5.2 Annual Leave Entitlements**

Annual Leave entitlements for medical workforce are set out in Appendix 1.

Part Time (PT) employees will be entitled to a pro-rata share of the whole-time equivalent annual leave and bank holiday entitlement (as defined in Appendix 1)

For practical purposes the management of annual leave for all employees is to book and take their annual leave in Weeks or Days; or where necessary hours. Their leave application will be based on the actual time worked in the week/ day in line with doctors normal working patterns.

Please Note: The calculation of annual leave and bank holiday entitlements is pro rata for part time staff to the exact figure and will not be rounded up or down. With the exception of the first year of employment, when leave is rounded to the nearest half. If the amount of leave that has accrued in a particular case includes a fraction of a day other than a half day, that fraction must be treated as a half day if it is less than a half day, and as a whole day if it is more than a half day

### **5.3 Bank Holiday**

There are normally 8 bank holiday days per year: Good Friday, Easter Monday, May Day, Spring Bank Holiday, August Bank Holiday, Christmas Day, Boxing Day and New Year's Day. Where additional public/statutory holidays days are sanctioned these will be added to bank holiday entitlements.

Please Note: The Bank Holiday entitlement may vary each year depending on when they fall and therefore will be calculated accordingly.

To ensure consistency and equal allocation of bank holidays for all employees the Trust also converts this element of leave into days/ hours (pro – rata for part time workers) which are then added to an employee's overall annual leave entitlement. This will result in a deduction of days/ hours, equivalent to those that would have been worked, from the employee's aggregated entitlement on each bank holiday that falls on a scheduled working day, on which they are not required to work.

Staff who are not rostered to work on a bank holiday but agree to do so on a voluntary basis, will be entitled to be paid Additional Duty Hours (ADH). They are not however, entitled to an additional day off in lieu, as this day is already added into their annual leave / bank holiday entitlement and can therefore be taken off on an alternative date as set out in paragraph 4.1 above.

If a bank holiday falls on a day that is uncontracted (not a scheduled working day) this day is not taken out of an individual's entitlement.

### **5.4 Calculation of Annual Leave**

Annual Leave entitlements for medical workforce are set out in Appendix 2.

### **5.5 Entitlement on Joining the Trust**

Medical workforce will receive full entitlement on commencement of employment with the Trust as, set out in the respective Terms and Conditions of Service. The annual leave year will run from the employee's anniversary of the date of appointment.

Medical workforce will receive Bank holidays entitlement on commencement of employment with the Trust, pro rata, as they fall.

### **5.6 Booking Annual Leave and Bank Holiday Leave**

Staff should book annual leave or bank holiday leave, according to the number of weeks, days (hours if necessary) they would have been due to work during the contracted shift or working day on which they wish to take leave.

Different calculation methods may be employed: each method should ensure that leave for both full time and part time staff is fair and equitable. Any calculation must be based on an individual's specific work commitment. See appendix 2 for examples.

Calculations will be based on a notional day of 2 sessions (3.75 hours per session) for Consultants and (4-hour sessions) for SAS and 8-hour day for doctors in training.

The simple examples in appendix 2 should cover most scenarios, however more detailed calculations could be done from any member of the Medical People and OD Department with a more complex work scenarios.

## **5.7 Entitlement on Termination from the Trust**

Employees who leave the Trust will be entitled to the pro-rata of their annual leave entitlement for each completed day worked in the current leave year, plus any bank holidays entitlement based on bank holidays that have occurred prior to leaving.

Please note - Managers must remember to deduct any annual leave and bank holidays already taken. If, due to the needs of the service, the balance of annual leave cannot be taken or where the amount of leave taken exceeds the entitlement on leaving, adjustments to the individual's final salary will be made.

## **5.8 Transferring to another post within the same Trust (Velindre University NHS Trust)**

Both positive and negative annual leave balances will be carried with the individual when they transfer to another post within the Trust. Prearranged leave would need to be discussed with the manager on point of transfer. This would not be unreasonably refused, although it will be determined based on service need.

## **5.9 Outstanding Leave on Termination from the Trust**

The manager will work with the employee to ensure that all outstanding annual leave is taken before their termination date, where possible.

Where an employee has been absent from the workplace for an extended period of time i.e. long term sickness or maternity/adoption/shared parental leave and would have accrued annual leave entitlement, that they have been unable to take, the Trust will make a payment for any outstanding leave owed to the employee as set out in the respective policies. Advice from the People and OD Department needs to be sought in all cases of this nature.

## **5.10 Carry Over of Annual Leave**

### **5.10.1 Normal circumstances**

Employees are responsible for managing their annual leave throughout the leave year, ensuring that they take regular annual leave for rest breaks across the whole year.

Subject to the urgent needs of the Service up to a maximum of 5 days (pro rata) can be carried forward on application and approval by the line manager to be taken in the following leave year. Any one-off exceptions to this, will be agreed by the Executive Management Team and communicated as appropriate.

### **5.10.2. Long Term Sickness Absence**

Where staff return from long term sickness absence, they should be expected to take any outstanding leave within the current leave year. This should be managed carefully, taking account of the needs of the service and the practicalities of the employee being able to use up all of their entitlement in that leave year.

Employees on long term sick leave will be given the opportunity to take annual leave during their sick leave period. Please refer to Trust Managing Attendance at Work Policy.

Where the employee has not taken their annual leave entitlement during the period of sickness absence, and the sickness absence spans two or more leave years, they will accrue annual leave for the period of their sick leave. A discussion will take place with the line manager to mutually agree how to plan and take all of their accrued, but untaken annual leave as soon as reasonably possible after their return to work. However, there are provisions that where this is

not possible to take an employee can carry over into subsequent leave years (however it must generally be used within 18 months from the end of the leave year in which they accrued it). If more advice is required, please refer to People and OD Department. This carryover of annual leave is based on the statutory entitlement of 20 days if working full time, and pro rata for part time staff.

The leave entitlement for the previous year/years will be the statutory element (20 days) of their leave not their full contractual annual leave and bank holidays.

Where an employee returns to work in a new leave year, after a period of long term sickness absence, they are entitled to carry over the statutory element of their leave, in line with Trust Managing Attendance at Work Policy. Managers need to remember to deduct any annual leave and/or bank holidays that they took before or during their period of sickness absence.

Any annual leave accrued, at the time of the return to work, may also be taken to extend an agreed phased return to work i.e. whereby a phased return to work is extended beyond the expected maximum of 6 weeks period (in line with the Trust Managing Attendance at Work Policy).

### **5.11 Sickness Occurring during Annual Leave**

When an employee falls sick during annual leave they will be required to report that episode of sickness in line with normal notification procedures and produce a fit note covering the period from the first day of sickness (in line with Section 7 of the Trust Managing Attendance at Work Policy).

In order to allow annual leave to be reinstated a medical fit note needs to be received within 3 working days of the beginning of the illness (unless abroad). In such cases the employee will be deemed to have been on sickness absence rather than annual leave from the date of the certificate.

Only in exceptional cases will a foreign medical certificate of more than one month be accepted for payment purposes. A United Kingdom fit note should be obtained on return to the country.

### **5.12 Maternity/ Adoption and Parental Leave**

#### **5.12.1. Annual Leave**

Annual leave will continue to accrue during all forms of paid and unpaid parental leave, as set out in the NHS Terms and Conditions of Service. Managers are encouraged to discuss with employees prior to their leave and reach agreement where possible when they will take said leave. Employees are encouraged to take any outstanding annual leave due to them before the commencement of Occupational Maternity Leave / adoption or parental leave, or towards the end of the leave period, if the leave period falls within the current annual leave year and there is sufficient time to take this leave. It should be noted that the provisions relating to the carry forward of annual leave will apply equally to staff on all forms of parental leave.

Employees returning to work on reduced hours are encouraged to take any accrued annual leave either prior to the commencement of all forms of parental leave or prior to their return.

Employees not intending to return to work following all forms of parental leave should take any outstanding annual leave prior to commencement of that leave. The date of termination of service will then be calculated as the last working day plus any outstanding annual leave days, plus the full parental leave period.

As statutory paternity leave is shorter in length, the above provisions do not apply, with exception that leave will continue to accrue during periods of paternity leave.

#### **5.12.2. Accrual of Bank Holidays**

In accordance with the Maternity and Parental Leave Regulations 2008, employees are entitled to accrue bank holidays (pro rata) that fall during their parental leave. Please refer to the Maternity, Adoption, Paternity and Parental Leave Policy for further information.

#### **5.13 Annual Leave Entitlement on Changing Contracted Sessions/ Hours**

Where employees change their contracted sessions/ hours, this will result in a re-calculation of their annual leave entitlement based on completed days on the new and the old contracted sessions/ hours to give the full year entitlement. Depending on the change, the annual leave entitlement may go up or go down. This will be a manual calculation and then this will be recorded on Trust Annual leave Systems (Intrepid), managers should however check the accuracy of this calculation. Please note this does not apply for Ad Hoc ADH/ locum shifts.

If a reduction in contracted sessions/ hours results in leave being overtaken, (where this does not reduce below statutory entitlement) a discussion should be had with the line manager regarding unpaid leave or an agreement to work back the time.

#### **5.14 Annual Leave Entitlement for Term-time Working**

An employee who wishes to work term time will have their annual leave and bank holiday entitlement annualised, and the entitlement included in their salary payments, over the period of the year.

Please liaise with the Medical People and OD Department and/or Trust's Payroll Department, should you wish to see your calculations.

#### **5.15 Annual Leave Entitlement for Annualised Hours Working**

An employee who wishes to work annualised hours are asked to liaise with Medical People and OD Department to calculate entitlement.

### **6. BANK HOLIDAYS FALLING ON SATURDAY OR SUNDAY**

When any of the Christmas /New Year bank holidays falls on a Saturday or Sunday arrangements will be made to ensure that the right of staff to receive the official bank/ public holidays are preserved. The Trust will communicate this, as relevant, on the years that it applies.

### **7. SICKNESS OCCURRING DURING A BANK HOLIDAY**

Employees will not be entitled to an additional day where an employee's sickness absence falls on a Bank Holiday (which was not a rostered work day and booked as leave),

Please refer to the Managing Attendance at Work Policy for further information Statutory Entitlements during long term sickness absence.

## **8. ANNUAL LEAVE WHEN UNDER SUSPENSION**

Medical Workforce, please refer to the Upholding Professional Standards in Wales Section 2.25.

## **9. PURCHASE OF ANNUAL LEAVE**

The Trust operates an Annual Leave Purchase Scheme, which provides staff with the opportunity to apply to purchase additional annual leave, with the associated cost being deducted from their salary on a monthly basis, if approved. The purchase of additional annual leave is subject to certain conditions and is at the line manager's discretion. Please refer to the Trust's Purchase of Annual Leave Scheme Procedure.

## **10. EQUALITY IMPACT ASSESSMENT STATEMENT**

The Trust is committed to ensuring that, as far as is reasonably practicable, the way it provides services to the public and the way it treats its employees, reflects their individual needs and does not discriminate against individuals or groups.

The Trust has undertaken an Equality Impact Assessment (EqIA) and received feedback on this document and the way it operates. The EqIA has been undertaken to identify and address any possible or actual negative impact that this document may have on any groups in respect of gender (including maternity and pregnancy as well as marriage or civil partnership) race, disability, sexual orientation, Welsh language, religion or belief, gender, transgender, age or other protected characteristics.

The assessment found that there was no impact to the equality groups mentioned and this policy will have a positive impact on all of the 'protected characteristic' groups. Where appropriate the Trust will make plans for the necessary actions required to minimise any stated impact to ensure that it meets its responsibilities under the equalities and human rights legislation.

## **11. GETTING HELP**

Further information and support is available from your Medical People and OD Department.

NWSSP staff should refer any queries to [nwssp.hrcontactpoint@wales.nhs.uk](mailto:nwssp.hrcontactpoint@wales.nhs.uk).

## **12. RELATED POLICIES**

Recovery of Overpayments Policy;  
Purchase of Annual Leave Scheme;  
Managing Attendance at Work Policy;  
Maternity, Adoption, Paternity and Parental Leave Policy;  
NHS Wales Medical and Dental Handbook.  
Special leave policy

## APPENDICES

### APPENDIX 1 - ANNUAL LEAVE ENTITLEMENT – MEDICAL WORKFORCE

**Table 2: Annual Leave Entitlement (Complete Year) for Medical Workforce Exclusive of Bank Holidays.**

(Please note this is full time equivalent, for part time staff this would be pro rata)

<b>Annual Leave Entitlement by Grade</b>	<b>Annual leave entitlement</b>	<b>Date of Leave Year</b>	<b>Notes</b>
Consultant (pre-2003 contract)	6 weeks	Anniversary of start date	
Consultant (2003 contract)	5 weeks (+ 4 days in Wales)	Anniversary of start date	
Specialist (2021 contract)	6 weeks (+ 4 days in Wales)	Anniversary of start date	
Specialty doctor (2008 contract)	5 weeks for first 2 years, 6 weeks in subsequent years (all +4 days in Wales).	Anniversary of start date	A newly appointed specialty doctors will be entitled to 6 weeks leave immediately if previous post carried 6 weeks entitlement
Specialty doctor (2021 contract)	5 weeks for first 2 years, 6 weeks in subsequent years (all +4 days in Wales).	Anniversary of start date	A newly appointed specialty doctors will be entitled to 6 weeks leave immediately if previous post carried 6 weeks entitlement
Junior Doctors: Foundation year 1, Foundation year 2 and StRs, StR(FT)s and SpRs on the minimum, 1st or 2nd points of the payscale	5 weeks (+3 days in Wales)	Anniversary of start date	
Junior doctors: StRs, StR(FT)s and SpRs on the 3rd or higher points of the payscale	6 weeks (+3 days in Wales)	Anniversary of start date	
Junior Clinical Fellows	5 weeks (+3 days in Wales)	Anniversary of start date	Locally agreed terms see contract (mirrors the trainee contract)
Senior Clinical Fellows	6 weeks (+3 days in Wales)	Anniversary of start date	Locally agreed terms See contract (mirrors the trainee contract)

Dependent on individuals Terms & Conditions, medical workforce are entitled to additional days leave (which include the 2 previous statutory days which were awarded in lieu of pay increase):

- Consultants and SAS Doctors 3 days
- All Other Grades 2 days

In addition to the above addition - Annual Leave entitlement increased by an additional day per annum following Pay Circular AFC, M&D & ESP (W) 01/2021 issued in December 2021

- Consultants and SAS Doctors additional 1 day
- All other Grades additional 1 day

## APPENDIX 2 – ANNUAL LEAVE CALCULATION EXAMPLES – MEDICAL WORKFORCE

### Example 1 – Full Time (FT) worked over Part Week.

#### Facts

- Consultant works 10 sessions a week over Tuesday-Friday

Adjust the total number of days of annual leave to reflect the length of the working week. If a consultant works 10 sessions a week over Tuesday-Friday with no on-call or weekend working, then their annual leave allowance could be calculated follows:

4 days x 6 weeks = 24 days per year (plus 3.2 days to account for the additional 4 days entitlement adjusted to the 4 day week (4 working days x 0.8 of a week = 3.2 days).

Total 24 +3.2 = 27.2 days

The consultant would then need to use four days of annual leave to be absent from the hospital for one week.

### Example 2 – Part Time (PT) calculation

(For the purposes of the example the sessions are recorded as half days as this is the unit used on the Trusts Annual Leave System (Intrepid)

#### Facts

- Part-time consultant works 6 half days over 4 days;

Monday and Tuesday's – 2 half days per day;  
Wednesday and Thursday's – 1 half day per day.

Annual leave allowance is 6 half days (0.5) x 6 weeks = 36 half days year plus pro rata of the additional 4 days entitlement to account for the pro rata'd working week and half days (4 days x 0.6 of the week = 2.4 days = 4.8 half days)

Totals is 36 plus 4.8 half days. For ease of understanding, this would equate to a total of 40.8 half days or 20.4 days.

For recording purposes leave on Trusts leave System (Intrepid), the employee would book either 1 day on a Monday or Tuesday and half day on a Wednesday or Thursday depending on the working day the annual leave falls.

Medical Workforce should book leave in, weeks, days or (hours if necessary), according to the number of days they would have been due to work during the contracted shift or working day on which they wish to take leave. However, this example uses half day blocks as Intrepid does not record booked leave in session units, in the electronic system. Where the leave equates to less than a 0.5-day period the corresponding hours can be derived and taken as hours.

### Example 3 – Change of Sessions Part Way Through the Year.

#### Facts

- Consultant changes their 10 session to 9.25 sessions.
- Annual leave year starts on 6<sup>th</sup> July – 5<sup>th</sup> July.
- The change occurred on the 1<sup>st</sup> April.

Pro rata annual leave entitlement for 6<sup>th</sup> July – 31<sup>st</sup> March at 10 sessions formula is (Yearly entitlement ÷ total No days in the year) x No of days worked up until date of change)

Therefore 5 days x 6 weeks plus 4 extra days = 34 days full time entitlement for a year, to pro rata this to the 'part year entitlement' you use the formula (Yearly entitlement ÷ total days in the year) x No of days worked up until date of change)  $34 \text{ days} \div 365 \text{ days} \times 270 \text{ days} = 25.15 \text{ days}$

Pro rata entitlement for second part of the year 1<sup>st</sup> April – 5<sup>th</sup> July at 9.25 sessions is (no. of P/t sessions 9.25 ÷ full time sessions 10 x full time entitlement 34 = 31.45 days per year) for part year entitlement, remaining days worked of the year 95 days ( $31.45 \div 365 \times 95 = 8.18 \text{ days}$ )

Total entitlement for the year after the change of sessions is  $25.15 + 8.18 \text{ days} = 33.33 \text{ days}$ .

#### Plus Bank Holiday Entitlement

#### Calculation Of Bank Holiday Entitlement (Part Year)

Formula: No. of Bank Holiday Days Entitlement in Pro Rata Period x Part time weekly contracted sessions ÷ Full time Weekly Contracted Sessions (10)

5 bank holidays fell between 6<sup>th</sup> July – 31<sup>st</sup> March

(Aug, Christmas, Boxing Day, New Year's Day, Good Friday – 5 days)

$5 \times 10 \text{ sessions} / 10 \text{ sessions} = 5 \text{ days}$

3 bank holidays fell between 1<sup>st</sup> April – 5<sup>th</sup> July (Easter Sunday, Whitsun, May Day -3)

$3 \times 9.25 / 10 = 2.77 \text{ days}$

Total Bank Holiday entitlement  $5 + 2.77 = 7.77 \text{ days per year}$

### Example 4 – Termination of Contract

#### Facts

- Consultant who works 37.5 hours per week leaves the Trust on 27<sup>th</sup> July
- Works 22 ½ hours per week (6 sessions).
- Annual leave year starts on 1<sup>st</sup> April

Formula is (A x B) - C

A - period of leave to which worker is legally entitled to in a full holiday year (*yearly entitlement*).

B is the proportion of the year that has expired before termination (*number of days worked divided by 365 would give you the proportion of the year*)

C is the period of leave already taken by the worker between start and finish date in the leave year.

## Annual Leave

- A.  $22.5/37.5 \times 34$  gives yearly entitlement = 20.4 days
- B. 118 days proportion / 365 = 0.323 (30 April,31 May,30 June,27 July =118)  
(AxB)  $20.4 \times 0.323 = 6.59$  days
- C. Manager to check with medical staffing for leave already taken.

## Bank Holidays

### Calculation Of Bank Holiday Entitlement (Part Year)

Formula: No. of Bank Holiday Days Entitlement in Pro Rata Period x Part time weekly contracted sessions ÷ Full time Weekly Contracted Sessions (10)

4 bank holidays fell between 1<sup>st</sup> April – 27<sup>th</sup> July

(April x 2 Good Friday, Easter Monday, and May x 2 May Day, Spring Bank Holiday = 4 days)

$4 \times 6$  sessions / 10 sessions = 2.4 days

### APPENDIX 3 – GLOSSARY OF TERMS

NHS	National Health Service
DCC	Direct Clinical Care
SPA	Supporting Professional Activities
ESR	Electronic Service Record
OD	Organisational Development
ADH	Additional Duty Hours
SAS	Specialist and Specialty Doctors
EqIA	Equality Impact Assessment
NWSSP	NHS Wales Shared Services partnership
StR	Specialty Trainee Registrar
SpR	Specialty Registrar
FT	Full time
PT	Part time